

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

### **Workforce Development Policy Committee Minutes**

**Date:** Tuesday, November 16, 2021

**Time:** 2:00 PM – 3:00 PM

**Committee Members:** Deni Hoehne, Christi Gilchrist, Clay Long, Hope Morrow, Jani Revier, Jason Hudson, John Smith, Lori Barber, Scott Syme, Sean Coletti, Todd Schwarz, Tom Kealey, Tom Schultz

**Staff:** Amanda Ames, Caty Solace, Jeffrey Bacon, Matthew Thomsen, Stacy James, Wendi Secrist

**Guests:**

**Call to Order at 2:00 p.m.**

**Roll Call** – Quorum Met

#### ***Review Agenda***

#### ***Review October 19, 2021 Meeting Minutes***

**Motion by Ms. Barber to approve the October 19, 2021 meeting minutes as written. Second by Mr. Coletti. Motion carried.**

#### ***Launch Course Approvals***

The Committee reviewed the Idaho Launch course changes. Please see attached list.

The courses presented for review are like existing programs already accepted by Launch in different regions. The course additions are Paralegal courses provided by North Idaho College (NIC) and Emergency Medical Technician (EMT) course provided by College of Southern Idaho (CSI). These courses match Idaho Launch's mission to provide transferable skills to other higher level job positions and address projected field growth.

Discussion:

What is the Idahoan employers job requirements for a Paralegal?

Burning Glass query lists 42% of Paralegal hires education below Associates degree.

Launch was established to meet employer real time needs. The last survey was conducted in summer of 2020. A new survey for Launch is being conducted. This survey will ascertain whether the skills identified by employers in the first survey are still in high demand. It will also measure the value of existing courses in regard to hiring decisions.



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**Motion by Mr. Coletti to approve the Launch Course List as presented. Second by Ms. Barber. Motion carried.**

### ***WDTF Employer Grant Policy Changes***

The application process should put emphasis on whether the training is currently being provided, and also clearly define the company's need for workforce development training funds. Most grants are funded below \$250,000 as the amount per participant is based on a quantitative funding tool. The Committee is discussing updating the policy to set the maximum amount of funds available to an employer at \$500,000 per grant and \$750,000 over a 10-year period. A qualitative funding tool such as a rubric would complement the proposed dollar value limitation.

Proposed changes to Employer Grant policy:

- Separate bullet points for training:
  - "A training plan that includes the anticipated training vendor, training title, training description, skills attainment and cost."
  - "If the company provides internal training, the training must be structured on-the-job training with a specific outline of the learning outcomes and how the effectiveness of the training will be measured."
- Additional bullet point add:
  - "Information on how the training is currently being provided and why the company needs workforce development training funds."

Discussion:

How would a qualitative funding tool be created?

Policy Committee has already approved a joint committee designed quantitative rubric. The consensus is a joint committee design team would bring broader perspectives and hone in on essential narrative structure and layers.

What are some of the already identified points of interest to be addressed in the Employer Grant policy?

- "Training the trainer"
- Funding beyond fixed assets
- Funding request should be outside of normal operations, i.e. exclude existing employer recurring internal content and/or compliance training
- Weigh the benefit of a company's internal cost to develop curriculum with a company's purchase of the curriculum from a 3<sup>rd</sup> party
- Assess the availability and quality of 3<sup>rd</sup> party curriculum for industry specific expertise
- Training should upscale both the employee and employer, keeping the focus on workforce development as a whole
- Enhance the requirement to include how training will create transferable skills for employee
- Responsibility for outcomes
- Weighted towards one-time costs not recurring cost

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- Tie training (development) to creation of new opportunities

The Employer Grant policy discussion will continue at next meeting.

### ***Legislative Priorities Item Review***

The Governor's timeline to present workforce legislative priorities is approaching. A survey will be sent out with the proposed initiatives. Committee members can mark whether they think each one should be a WDC priority or not. We will discuss a new draft at the next meeting.

### ***Impact of In-Demand Occupations to Eligible Training Provider List***

This discussion has been moved to the next meeting.

**Motion by Mr. Hudson to adjourn. Second by Ms. Morrow. Motion carried.  
Adjourned at 3:00 p.m.**